

Lotus
 Lotus Development Corporation
 55 Cambridge Parkway
 Cambridge, MA 02142

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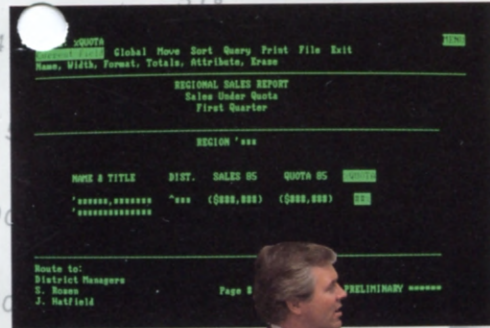
Report Writer™

A Companion Product for
 1-2-3® from Lotus.

REGIONAL SALES REPORT
 Sales Under Quota
 Second Quarter

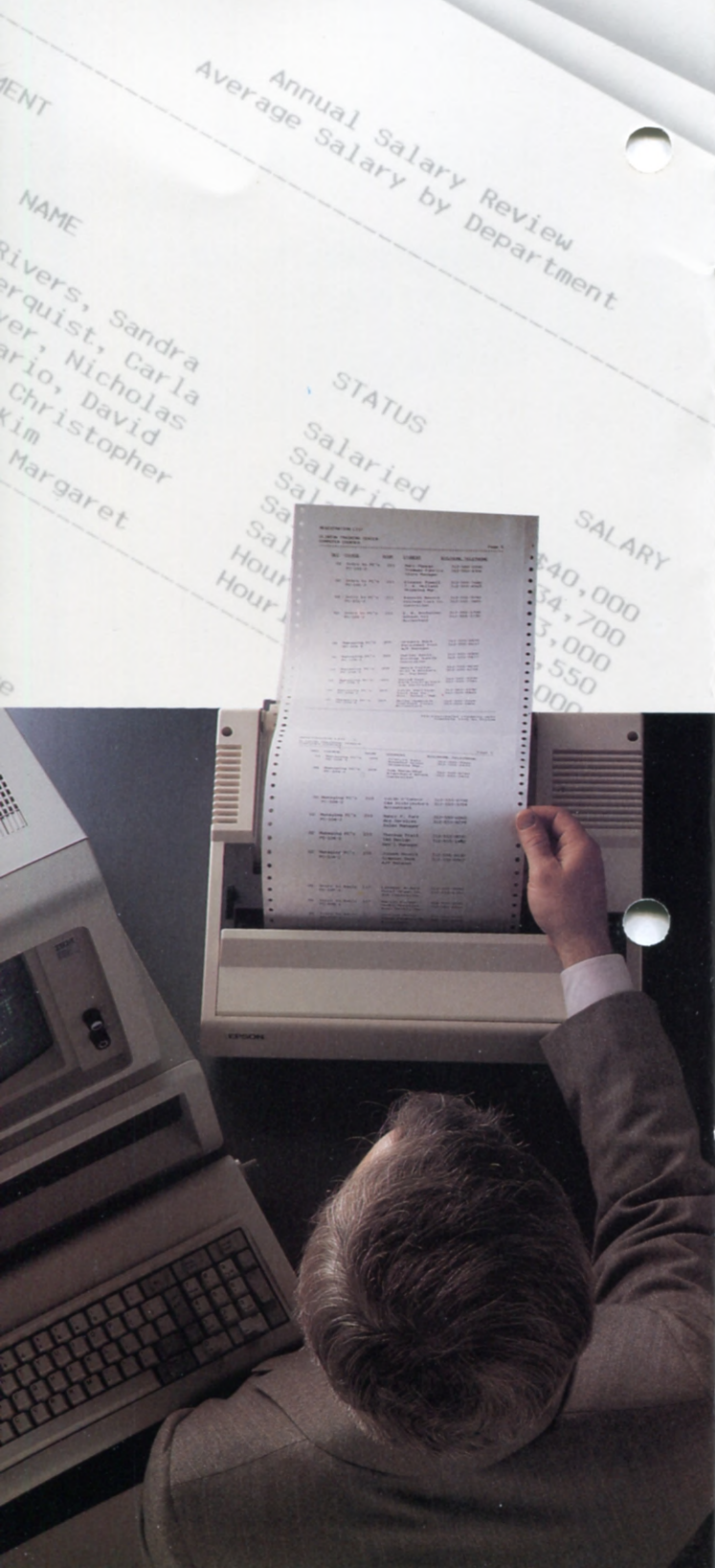
SOFTWARE GALERIA
 WILLOWBROOK COURT,
 17776 FM 149 #15 A
 HOUSTON, TX 77064
 (713) 890-2222

<u>NAME & TITLE</u>	<u>REGION</u>	<u>SW</u>	<u>DIST.</u>	<u>SALES 85</u>	<u>QUOTA 85</u>	<u>%QUOTA</u>
Caren Nelson Corporate Rep	A		A	\$6,600	\$13,000	51%
Keith Smith Corporate Rep	A		A	\$1,647	\$4,000	41%
Sharon Tucker Corporate Rep	A		A	\$1,290	\$9,000	14%
John Decamp Retail Rep	A		A	\$14,500	\$15,000	97%
Diane Johnson Retail Rep	A		A	\$7,450	\$7,500	99%
Ann Luce Retail Rep	A		A	\$1,010	\$5,550	18%
Brian Adler Corporate Rep	B		B	\$1,300	\$6,000	22%
Kathy Jones Corporate Rep	B		B	\$1,100	\$3,000	36%
Rhonda Peters Corporate Rep	B		B	\$7,500	\$8,000	94%
John Wiles Corporate Rep	B		B	\$1,150	\$1,000	115%
Maura Green Retail Rep						



Lotus

1-2-3 Report Writer from Lotus.



Now you can create clear, concise, customized reports and forms from information in your 1-2-3® database files.

1-2-3 Report Writer™ gives you the power to generate a wide range of business documents—personnel reports, sales analyses, claim forms, invoices, purchase orders, even mailing labels. Quickly and easily.

1-2-3 Report Writer dramatically improves your ability to manipulate, organize and present information.

Who can use 1-2-3 Report Writer?

Anyone who needs to prepare business reports, forms, or mailing labels can do so faster and easier with 1-2-3 Report Writer.

This powerful office productivity tool makes your 1-2-3 database more useful than ever. In manufacturing, banking, insurance, accounting, retail, mail order, membership organizations and more, 1-2-3 Report Writer opens up a new range of possibilities.

If you run a small business, and keep your database records in 1-2-3, use 1-2-3 Report Writer to create diverse reports and forms including customer lists, inventory reports and invoices.

If you work for a larger company, present your analyses or summaries in an attractive, impactful report prepared with 1-2-3 Report Writer.

What can 1-2-3 Report Writer do?

Use 1-2-3 Report Writer to select just the information you want out of a larger database in order to generate summaries or analyses. For example, salary, pension and benefit analyses; exception reporting; special mailings; and price lists.

It's ideal for generating periodic reports, where information changes, but the format remains the same. Reports by week, month or year; sales performance analysis by sales cycle; sales lead and customer tracking lists; and out-of-stock reports can all be created with 1-2-3 Report Writer.

This versatile program can be used to produce invoices, statements, purchase orders, check requisitions and other forms which require repetitive output, with one or more records per form.

And, 1-2-3 Report Writer can easily generate mailing labels—up to four across on a page, in variable lengths and widths.

Use 1-2-3 Report Writer to generate continuous form output—even on your company's pre-printed forms. Forms such as invoices, purchase orders, bills of lading, payroll checks, rotary file cards, mailing labels—and more.



How Lotus supports 1-2-3 Report Writer.

Lotus® offers complete support and service of 1-2-3 Report Writer.

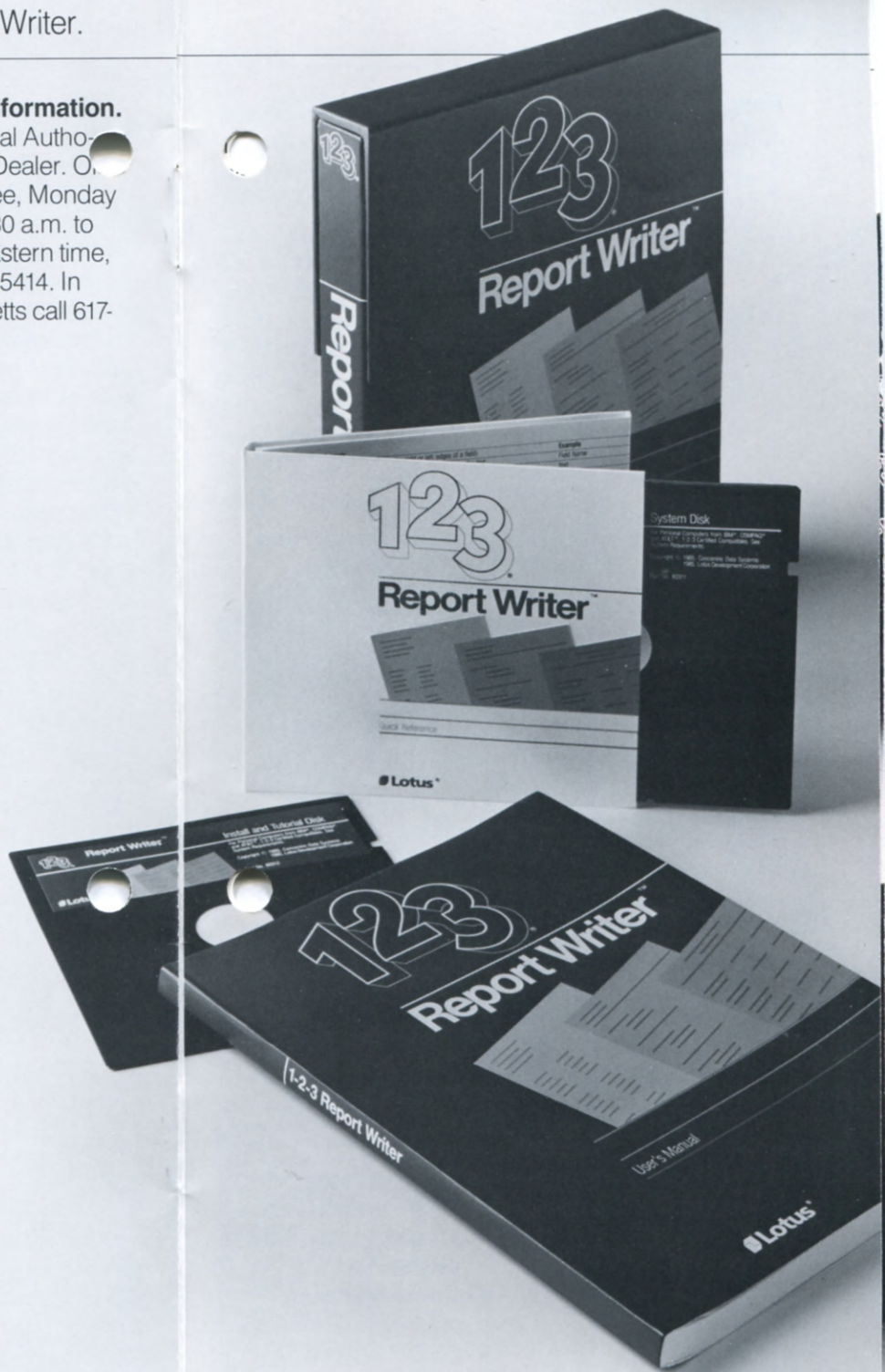
If you have questions while learning or using 1-2-3 Report Writer, a dedicated customer support team has the answers.

The Lotus Customer Assurance Plan is your guarantee that you will be kept up-to-date. As Lotus adds new capabilities, registered users of 1-2-3 Report Writer can easily obtain them for a reasonable charge.

Lotus shows its confidence in 1-2-3 Report Writer by backing it with a full 90-day warranty. If you find your disk defective during the warranty period, we'll replace it, absolutely free. After the warranty expires, a damaged disk can be replaced for a nominal fee.

For more information.

Visit your local Authorized Lotus Dealer. Or, call us toll-free, Monday to Friday, 8:30 a.m. to 8:00 p.m. Eastern time, at 1-800-343-5414. In Massachusetts call 617-253-9150.



Technical Specification for 1-2-3 Report Writer.

Report Features

Sort

- Up to 4 sort keys
- 1 break field (prints subtotal statistics)

Query

- Maximum 24 selection rules, up to 12 levels of parentheses
- Logical operators: equal, not equal, greater than, greater than or equal, less than, less than or equal, in range, not in range, in list, not in list
- Wildcard characters * and ? available for string data

Field Features

Formats

- Numeric: fixed, scientific, currency, comma, general, percent
- Text: comma alignment, field alignment (left, center, right)
- Date: 3 standard, 2 international

Totals

- Statistics: sum, count, average, min-max
- Types: sub, grand

Attributes

- Types: bold, underline, italic and combinations
- Selectable for field names, data, totals and header/footer

System Capabilities

Worksheet Size

- Reports can be produced from any-sized 1-2-3 database
- Maximum field column width of 50 characters

Report Types

- Row-oriented, columnar, free-form
- Mailing labels
- Batch mode feature available

Report Layout

- Up to 5 header and 5 footer lines
- Up to 100 fields
- Up to 250 print characters per line (depending on printer)
- Up to 112 print lines per page (depending on printer)

Data File Compatibility

Reads worksheet files in database format from 1-2-3 Release 1A and Release 2 or Symphony Release 1.0 and Release 1.1.

Lotus Service and Support

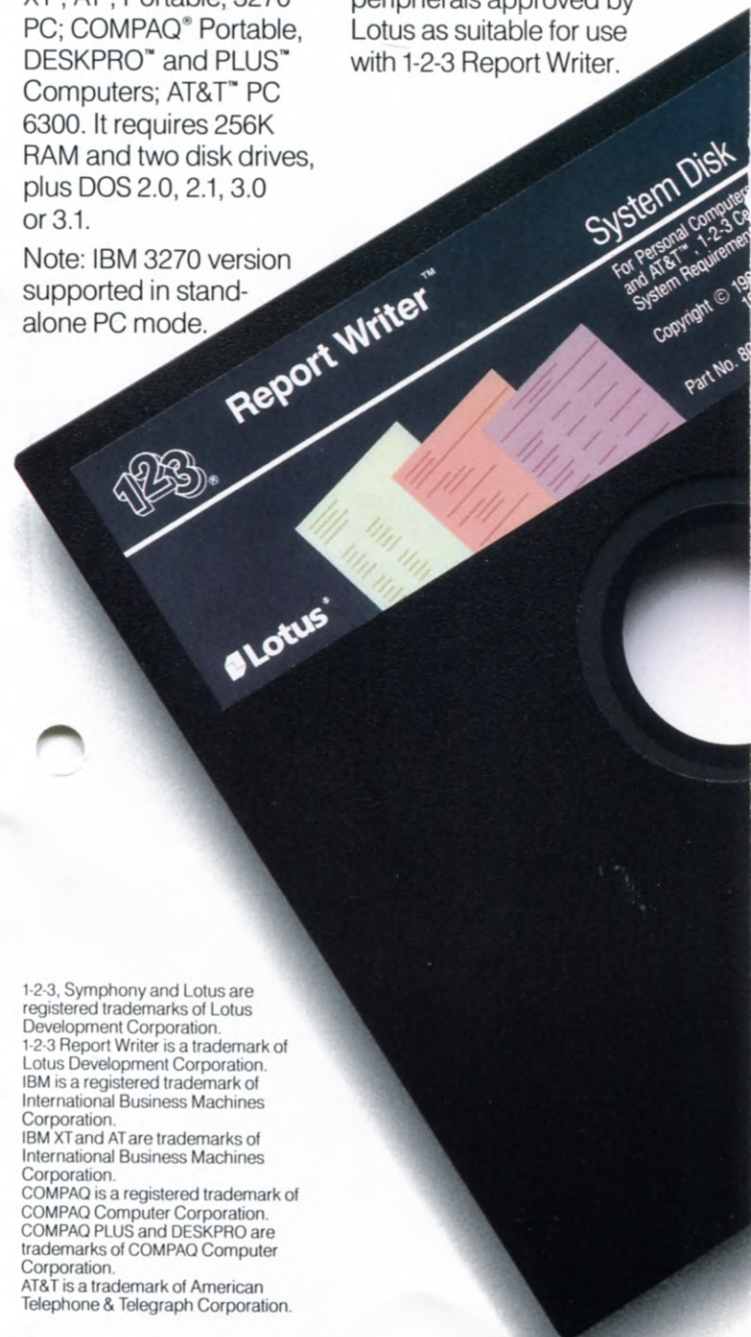
- Complete documentation
- Printed tutorial with accompanying data-file disk
- Context-sensitive on-line HELP screens
- Lotus customer support lines

Requirements

1-2-3 Report Writer can be run on the IBM® PC, XT™, AT™, Portable, 3270 PC; COMPAQ® Portable, DESKPRO™ and PLUS™ Computers; AT&T™ PC 6300. It requires 256K RAM and two disk drives, plus DOS 2.0, 2.1, 3.0 or 3.1.

Note: IBM 3270 version supported in stand-alone PC mode.

Ask your Authorized Lotus Dealer about other personal computers and peripherals approved by Lotus as suitable for use with 1-2-3 Report Writer.



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